ACTIVITY FUND (60)	GENERAL/DISTRICT FUND (11)
(60) ACTIVITY FUND HIGH SCHOOL (61) ACTIVITY FUND MIDDLE SCHOOL (62) ACTIVITY FUND GRADE SCHOOL (700) SPORTS	(050) ADMIN CENTER (105) GRADE SCHOOL (500) MIDDLE SCHOOL (705) HIGH SCHOOL (701) SPORTS (DISTRICT)

NOTE: PLEASE CHOOSE THE CORRECT *Purchase Approval* OPTION TO ENSURE THAT THE P.O. IS SUBMITTED TO THE CORRECT FUND.

➔ GO TO THE ***Purchase Requisition*** TAB IN M.A.S.

- CLICK ***Unsubmitted*** TAB
- CLICK ***New***
- DO NOT FILL ***RQ No*** & ***RQ Date***, THESE WILL AUTOFILL
  - SELECT DESIRED ***Fund*** (IF DESIRED FUND IS NOT AN OPTION, TYPE IT IN MANUALLY)
  - SELECT DESIRED ***Purchase Approval*** (SEE TABLE ABOVE)
  - SELECT DESIRED ***Location***
  - ENTER DESIRED ***Vendor*** (WHO THE CHECK SHOULD BE PAYABLE TO)
  - ENTER ***Description***
- CLICK ***Save***
- CLICK ***Requested***
- CLICK ***New***
  - ENTER ***Description***
  - LEAVE ***Vendor Item No*** BLANK
  - LEAVE ***Qty*** AS IS & LEAVE ***Unit Price*** BLANK, IT WILL AUTOFILL
  - ENTER ***Extended Price*** (TOTAL AMOUNT OF P.O.)
  - CLICK ***Add New***
  - FILL IN THE ***Amount*** BOX TO MATCH ***Extended Price***
- CLICK ***Save***
- CLICK ***Back To Requests***
- SELECT THE P.O. USING CHECKMARK BOX
- CLICK ***Submit***